



Republic of the Philippines
DEPARTMENT OF JUSTICE

Interested and qualified applicants shall submit their applications with **COMPLETE** documents (as listed in the publication of vacant positions).

Period of submission shall be from **November 25, 2022** to **December 5, 2022, 5:00 PM** (inclusive of weekends and holiday/s).

Applicants are advised to send their applications through **EMAIL ONLY** at **doj.jobapplications@gmail.com**.

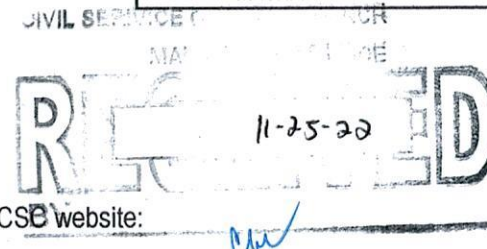
The subject line of the email should be in the following format:
Position Applying for [Item No. / Place of Assignment] – Full Name of Applicant
(e.g., Prosecution Attorney [PROATTY-1-2022 / Prosecution Staff] – Juan M. Dela Cruz)

ALL DOCUMENTS SHOULD BE IN **PDF FORMAT**.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS AND / OR
SUBMITTED BEYOND THE DEADLINE SHALL NOT BE ENTERTAINED.**

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
DEPARTMENT OF JUSTICE
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF JUSTICE in the CSC website:

LIZA B. DE LEON

Director IV, Administrative Service

Date: 25 November 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards (QS)					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Executive Director III	EXED3-1-2022	28	145,427.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning and development intervention	5 years of supervisory / management experience	Career Service (Professional)/ Second Level Eligibility		IACAT Secretariat

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the **application letter** and send to the address below not later than **5:00 PM of 05 December 2022**:

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-size picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) rating periods (if applicable, such as promotion, transfer, or reappointment)
3. Photocopy of **AUTHENTICATED** certificate of eligibility/rating/license
4. Photocopy of Transcript of Records
5. Service Record (if applicable, such as transfer, reappointment, or reemployment)

QUALIFIED APPLICANTS are advised to send through EMAIL ONLY their application to:

LIZA B. DE LEON

Director IV, Administrative Service

Padre Faura St., Ermita, Manila

doj.jobapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Justice acknowledges the right of all applicants/employees to be treated equitably and commits to provide consistent, merit-based employment practices that follow the Equal Employment Opportunity Principle (EEOP) and encourage individuals to achieve their full potential.

DOJ PRIVACY NOTICE: "All personal information contained in any document received or transmitted herein shall be used solely for documentation and processing purposes within the DOJ and may be submitted to the Office of the President for presidential appointees and shall not be shared with any outside parties, unless with your written consent. Personal information shall be retained and stored by the DOJ within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule."